



## Employment Opportunity

425 Tenth Street, Douglas, AZ 85607  
(520) 417-7326 Fax (520) 417-7155

### AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS, GENETICS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

**ANNOUNCEMENT #:** 26-22  
**ISSUE DATE:** June 1, 2022  
**CLOSING DATE:** June 14, 2022  
**TITLE:** **Administrative Assistant I- Public Works**  
**SALARY:** 14 / \$29,109.60 - \$43,012.32

**JOB SUMMARY:** Performs varied clerical and secretarial duties in the Public Works Department. Typical duties include drafting routine correspondence, typing, word processing, scheduling appointments, establishing and maintaining files and records. Handles differing office situations in accordance with supervisor's guidelines referring more difficult and sensitive problems to supervisor. Incumbents receive general instructions regarding tasks and require supervisor's assistance only on special projects/assignments. Incumbents use discretion, exercise initiative, independence and judgement in performance of duties; may be responsible for a specialized function, and/or may provide work direction to clerical staff.

**MINIMUM QUALIFICATIONS:** High School Diploma or G.E.D.; Five years of secretarial/clerical experience; OR, Certificate in Secretarial Science AND three years of secretarial/clerical experience; OR, any equivalent combination of experience, training and/or education as approved by Human Resources.

**SPECIAL REQUIREMENTS:** Residency within sixty miles of the corporate limits of the City of Douglas, within the United States, required within a reasonable time after hire date.

**HOW TO APPLY:** Submit a City of Douglas application form to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ 85607; fax (520) 417-7155 or email [nadia.rodriquez@douglasaz.gov](mailto:nadia.rodriquez@douglasaz.gov). Applications must be received by 5:00 p.m. on the closing date specified on this announcement.

**EVALUATION METHOD:** The Human Resources Manager will initially screen Applications for minimum qualifications according to training and experience as provided on employment application. Those applicants meeting the minimum qualifications will be invited to participate in an evaluation process.

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## CITY OF DOUGLAS

Job Title: Administrative Assistant I

Reports to: PW Director

Department: Public Works

FLSA: NE

OCCUPATIONAL CODE: AS

RANGE: 14

### **Purpose of Classification:**

Performs varied clerical and secretarial duties in the Public Works Department. Typical duties include drafting routine correspondence, typing, word processing, scheduling appointments, establishing and maintaining files and records. Handles differing office situations in accordance with supervisor's guidelines referring more difficult and sensitive problems to supervisor. Incumbents receive general instructions regarding tasks and require supervisor's assistance only on special projects/assignments. Incumbents use discretion, exercise initiative, independence and judgement in performance of duties; may be responsible for a specialized function, such as recycling and code enforcement procedures and tracking and/or may provide work direction to clerical staff.

### **Distinguishing Characteristics:**

This is second in a series of four classifications. It is distinguished from Administrative Assistant II in that the administrative level is allowed more decision-making authority and independence in prioritizing tasks, policy interpretation and/or budget expenditures. Incumbents may be assigned to an office such as Public Safety, Public Works, Human Resources, Community & Economic Development or Administration, which may require use and familiarity of specialized terms or practices. An Office Specialist performs similar duties but typically is assigned specific functions of less variety.

### **Example of Duties:**

1. Receives and screens telephone calls and visitors; assists visitor or caller by answering questions or providing information regarding office/department policies or procedures utilizing thorough knowledge of office operations; determines when referral to supervisor, appropriate staff member or other office is appropriate.
2. Types/word processes, formats and proofreads materials such as manuscripts, technical documents, forms, vouchers, work orders, purchase orders and corrects grammatical, punctuation and spelling errors; types/word processes from rough draft, transcribing machine or shorthand notes.
3. Organizes, establishes and maintains record-keeping systems for correspondence, documents, materials or records for an administrative function; sets up files by numerical, alphabetical or other method; records or logs incoming information and follow-up on missing or incomplete information.
4. Schedules appointments for supervisor as directed utilizing knowledge of priorities and prearranged plans; prepares daily itineraries and assembles necessary background materials for supervisor; attends meetings to record and report on proceedings.
5. Assembles, researches and summarizes information from various resources; compiles data or calculates simple statistics to prepare special or recurring reports for supervisor or other work unit members.
6. Records and tracks account expenditures; creates work sheets on computer or in a manual system; prepares periodic reports and submits to supervisor along with recommendations or simple analyses regarding account status.

7. Arranges meetings, schedules conferences, facilities and services as directed by supervisor; notifies attendees or participants of time and place.
8. Assembles and distributes or mails applications, forms and general information requested by visitors, applicants, or the general public.
9. Interacts with staff, management, visitors, outside agencies or the general public to relay information on policies, procedures or unit activities; initiates responses to inquiries and requests for information by composing correspondence of a non-technical nature such as explanation of established policies/procedures; signs own or supervisor's name according to prescribed guidelines.
10. Handles personnel or other administrative forms for office department and forwards for processing; initiates purchase or work order requests submitting to supervisor for approval.
11. Operates office equipment such as personal computers, mainframe/database terminals, typewriters, calculators, adding machines and copiers.
12. May indirectly supervise, monitor or coordinate the activities of subordinates.
13. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
14. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
15. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
16. Maintains regular and reliable attendance.
17. May perform other related duties as may be assigned from time to time.

**Knowledge, Skills and Abilities:**

- Knowledge of basic recordkeeping procedures.
- Knowledge of standard office practices and procedures.
- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position.
- Skill in typing/word processing and use of personal computers/software.
- Skill in composing letters and preparing reports.
- Ability to effectively communicate.

**Minimum Qualifications:**

- High School Diploma or G.E.D.; Five years of secretarial/clerical experience; OR,
- Certificate in Secretarial Science AND three years of secretarial/clerical experience; OR,
- Any equivalent combination of experience, training and/or education as approved by Human Resources.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.